2002 Project Planning - General Directions and Comments

I. Prioritization:

Project plans should only be prepared to address work in the **Critical** and **Priority** areas. Exception: If you do not have any publications planned for 2002, you may consider to address needs defined in the Secondary work area.

II. Planning Template:

- A project plan should be completed for any project you plan to work on in 2002. **This includes projects that are continuing from 2001.**
- Completed project plans will be used to determine whether a proposed project adequately supports our program needs for 2002. Please provide appropriate detail.
- For projects being continued from 2001, **reference the original project number** and only list those milestones/target dates that will be completed in 2002 or after.
- The planning template is best viewed in "Page Layout" view (found under *View* menu) with table gridlines hidden (found under Table menu).

10-23-01

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III. Deadlines/Calendar:

October 23: Programs and Planning distributes summary of output from planning meeting and 2002 project plan template to WSA/INBIFO personnel.

November 9: Project plans are due to program area coordinators **and** functional management.

November 14: Project plans are due to Valerie King by the program area coordinators.

RPS staff and the program area coordinators will complete a review of the proposed projects in late November/early December (date still to be determined). Feedback from this review will be provided to the project leaders immediately after the review. It is our goal to have the project leaders submit final approved project plans to Valerie King before the Christmas holiday. This will enable us to begin 2002 with our plan in place.

IV. Program Area Coordinators:

The program area coordinators are:

Cancer:	Tony Tricker
CVD:	Klaus Von Holt
COPD:	Willie McKinney
Repro:	Ruth Dempsey
ETS:	Ted Sanders
Smoking Behavior:	Bruce Davies
Clinical Testing:	Hans Roethig
Acceptability Assessment:	Ken Podraza
Communication:	Roger Walk
Harm Reduction Guidance/Evaluation:	George Patskan
Non-clinical Testing/Research:	Wolf Reininghaus

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